

2.2 Explanation of Nature of Action Codes, General Rules.

A nature of action code is simply a shorthand way of indicating on the P-1 the particular action you are requesting that the Personnel Cabinet take with respect to an employee or position. The reason a "code" is used is: (1) to standardize the types of actions agencies may request on P-1s; (2) to allow more rapid processing of actions by our automated system; (3) to reduce the amount of space on the P-1 used for descriptions of the Nature of Actions; and (4) to allow you, in the future, to receive reports of the types of personnel/position actions your agency has done (e.g., reasons for resignations, reasons for disciplinary actions, etc.).

The nature of action code you must enter on the P-1 to initiate either a personnel or position action always consists of three characters, for example, C11, E21, or G51. The first character is always alphabetic and refers to a broad category of actions. For instance, "C" refers to actions involving CLASSIFICATION. The last two characters describe the action specifically within these broad areas. For example, C11:

C=CLASSIFICATION

C1=reclassification

C11=reclassification to a higher grade with an increase in base salary.

The following table shows the first character of the various action codes that can be used for the initial request for a change.

A=ADDITION

G=WAGE ADJUSTMENT

S=RETURN

C=CLASSIFICATION

K= SUSPENSION

W=LEAVE

E=POSITION NUMBER

M=MISCELLANEOUS

Y=SEPARATION

The codes were created using these groupings to make it easier for you to locate and use the codes. Section 2.3 gives a complete listing of the various nature of action codes you may use. For example: A11 is an appointment, C51 is a title change, and G51 is a salary change.

The following are the procedures you must follow in completing the P-1.

1. Use as few nature of action codes as necessary to describe the action you are taking.
2. If you use more than one nature of action code, check Table 6 to see if the added codes can be used with the first code. If the added codes are not allowable with that code, the automated system will reject the P-1 and cause it to be delayed.
3. Section 2.7 contains a table showing the fields that must be completed for each type of action. If you leave out a required field for a given action, the automated system will reject the P-1 and cause it to be delayed.